



South Carolina
Department of Insurance

MARK SANFORD
Governor

SCOTT H. RICHARDSON, CPCU
Director of Insurance

IMPORTANT NOTICE

TO: All Licensed Adjusters and Insurers

FROM: Scott H. Richardson, CPCU
Director

SUBJECT: MANDATORY ONLINE ADJUSTER RENEWAL PROCESS

DATE: June 19, 2009

Please be advised that it is time to renew your adjuster's license. To complete the renewal process, all licensed adjusters must complete an online renewal application and pay a licensing renewal fee. **Paper renewal applications will not be processed.**

ADJUSTER LICENSE FEES

The following fee schedule is applicable:

- The renewal license fee for all resident adjusters is \$80.
- The renewal license fee for all nonresident adjusters will depend on the **amount charged by your home state**, subject to an \$80.00 minimum. If your home state does not require licensure as an adjuster, then an \$80 license fee would be due. **Non-Resident adjusters are not required to submit a Letter of Certification.**

Examples of retaliatory fees are: North Carolina - \$150.00 Georgia - \$100.00

PENALTY PROVISION

South Carolina Code Section 38-47-40 provides that if the license fee is not received when due, the license must be canceled. However, if the adjuster license is canceled, a new application would be required, and payment of a penalty fee double the regular fee must be paid before the license can be reinstated. Therefore, if you allow your license to cancel, the following penalty fee would be applicable:

- A resident adjuster's **reinstatement fee** of \$80 would be due in addition to the \$80 renewal fee for a total of \$160.
- A nonresident adjuster's **reinstatement fee** would be double the retaliatory fee if in excess of \$80. Example, if your home state charges a \$100 fee for an adjuster's license, a \$100 penalty fee would be due in addition to the \$100 regular license fee for a total of \$200.

ADJUSTER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:

Adjuster Renewal: Two Options for renewal will be available:

Renewal notices will be mailed to adjusters in June 2009 to the address on record with the South Carolina Department of Insurance. **Paper applications will not be accepted.** Renewal begins on August 1 and ends on August 31, 2009.

RENEWAL OPTION 1

Go ONLINE to renew on the Department's website.

1. Go to the department's home page (www.doi.sc.gov).
2. Click on "Renew Individual License Demonstration" button to obtain a review of the online renewal process. Return to the home page and continue with the renewal process.
3. At the top of the home page, click on "SCDOI Online Services."
4. Under the General Public heading scroll down to "Renew Individual License."
5. Enter your social security number and birth date information.
6. Choose the License you are renewing.
7. Follow the instructions on the screen.
8. Select payment option.
9. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$2.36 processing fee will be added to the \$80 license renewal fee.

RENEWAL OPTION 2

1. **Go** ONLINE to renew at: www.nipr.com.
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee in addition to the license fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:

1. Go to the Department's home page (www.doi.sc.gov)
2. On the left side of the screen, click on the "**SC LICENSEE LOOK UP**" button.
3. Click Search for individuals.
4. Key in your license number OR your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at agntmail@doi.sc.gov.